

**TOWN OF TROUTMAN  
400 NORTH EASTWAY DRIVE  
TROUTMAN, NORTH CAROLINA**

**TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES**

**September 09, 2019 – 4:00 P.M. – Troutman Town Hall**

Presiding: Mayor Teross W. Young, Jr.; Council Members Present: Mayor Pro Tem W. Paul Henkel Sally P. Williams, Janith J. Huffman, Judy Jablonski

Council Members Absent: Paul R. Bryant

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Darrin Payne, Interim Police Chief; Emily M. Watson, Parks and Recreation Coordinator; Adam K. Lippard, Public Works Manager; George Berger, Planning Director; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

Others: (Sign-in sheet is attached to these minutes)

**I. MAYOR YOUNG CALLED THE AGENDA BRIEFING MEETING TO ORDER**

**II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA**

\*Addition: Request by Town Manager Justin Longino to hold a Closed Session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel at the end of the agenda/meeting.

Upon motion by Council member Huffman, seconded by Council member Jablonski, and unanimously carried, addition of Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel was added to the agenda.

**III. MISCELLANEOUS BUSINESS**

**A. Business from Council and Mayor**

- Mayor Young expressed thanks and appreciation to those who attended the grand opening of the Iredell County Fair.

**B. Business from Staff**

1. Transportation Planning & Management: Professional Services Contract with Kimley Horn & Associates, Inc., (*Justin Longino, Town Manager*)

Town Manager Justin Longino stated that since Planning Director George Berger has joined the Town he has done a great job of getting himself up to speed and working to bring the department to higher standards on top of the increasing work load with all the residential developments and town projects that are starting. In discussions of how to manage such project (specifically transportation projects) i.e. greenway extension, sidewalk packages, Main Street widening, Old Mountain Road widening, bicycle-pedestrian projects, etc., Planning Director Berger reached out to several firms (including Kimley-Horn & Associates) in search of services offered in managing projects and assisting with the work load. He stated that in Council's packets there is a copy of a proposed agreement/contract with Kimley-Horn for assistance on an hourly basis, averaging 3 to 4 hours per week at \$150 per hour. Town Manager Longino requested that Council discuss and consider the proposed contract with Kimley-Horn along with a budget amendment for the yearly cost of

\$25,000 under the Consent Agenda on Thursday's night agenda. Planning Director George Berger commented that this type of work is standard for communities that are the size of Troutman and wants to make sure that a project is not lost or gets pushed aside, especially when it comes to transportation.

Council member Henkel highly suggested that Mr. Berger should also consider an intern to help with administrative paperwork.

Mayor Young asked Mr. Berger to describe how the process with Kimley-Horn would work. Mr. Berger stated that Kimley-Horn would work directly with the Town Manager and himself from their office in Charlotte, communicating via phone, email, etc. Kimley-Horn not only have a good working relationship with the Town, but also an established relationship with North Carolina Department of Transportation (NCDOT) and the Charlotte Regional Transportation Planning Organization (CRTPO). They would be handling mostly project paperwork, making sure the information is presented correctly and looking for new opportunities for future ventures.

Clarity was provided for several sections within the proposed contract meeting the satisfaction of the Mayor and Council who were in consensus to add approval of the contract and budget amendment to Council's Thursday night's Consent Agenda.

(Copied in full, manager's report, proposed contract, and scope of services is filed on CD titled: "Town Council Supporting Documents" dated September 9<sup>th</sup> and September 12<sup>th</sup>, 2019 in CD Book #1 titled: "Town Council Supporting Documents")

#### **IV. REVIEW AGENDA ITEMS PROPOSED FOR THE REGULAR MEETING TO BE HELD ON SEPTEMBER 12, 2019, (Longino)**

Staff reviewed agenda items proposed for the September 12<sup>th</sup> Council meeting was available to answer any questions or concerns pertaining to those items.

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##### **General Account of Other Items Discussed:**

- Due to inquiries from residents along Old Mountain Road, Council member Williams asked whether the Town's Extraterritorial Jurisdiction (ETJ) will be extended since the Town's ETJ does not match up to the town limits. Planning Director Berger agreed that the current ETJ does not meet the spirit of the ETJ language of extending one (1) mile beyond the town boundaries. Town Attorney Gary Thomas explained the process stating that the Town would have to designate where they want the ETJ; the county would then have to vote to give it up; and then a request made for legislature approval. Staff to look into the possibility of extending ETJ for future planning.

##### **\*ADDITION TO THE AGENDA:**

#### **CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(6) TO DISCUSS PERSONNEL**

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel along with Town Council, Mayor Young asked that Justin Longino, Town Manager; Kimberly H. Davis, Town Clerk; and Gary Thomas, Town Attorney join the Closed Session.

\*Upon motion by Council member Huffman, seconded by Council member Williams, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(6) to discuss personnel.

*Mayor Young Opened the Closed Session.*

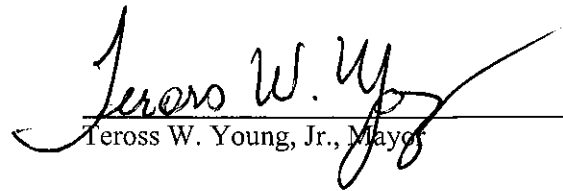
**\*\*MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION\*\***

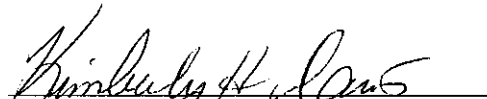
***Closing of Closed Session and Reconvene Open Session***

\*Upon motion by Council member Williams, seconded by Council member Huffman, and unanimously carried, approved to reconvene open session.

**V. ADJOURNMENT**

\*Upon motion by Council member Huffman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of September 09, 2019 was adjourned at 6:03 p.m.

  
Teross W. Young, Jr., Mayor

  
Kimberly H. Davis, Town Clerk

(\*) Motion

